

## **APPENDIX 2**

### **Kerbcraft (Road Safety Training) – Operating Procedures - April 2017**

The Kerbcraft (Road Safety Training) service provides essential road safety training for 5 – 7 year old primary school children. The scheme is designed to teach pedestrian skills by means of practical road side training rather than teaching in the classroom. The training is built around teaching 3 skills; choosing safe places and routes; crossing safely at parked cars and crossing safely near junctions. The scheme examines risk, hazard and danger, and through coaching, children understand and learn at a very early age the necessary skills to be safer when walking.

#### **Key Procedures**

- Contact school/head teacher to arrange a meeting to discuss the establishment of the Kerbcraft program, identify pupil numbers, year group of children to be trained and contact details of lead teacher.
- Arrange to meet lead teacher to discuss delivery of Kerbcraft and agree training day and delivery programme. School to provide register of children and identify children that are on a Special Educational Programme.
- Prior to beginning training, visit site and carry out a survey of streets/roads surrounding the school to identify and assess training routes and locations. Site risk assessments will need to be carried out to determine appropriate training locations and retained on the school file.
- Permission will be sought from parents of the children due to be trained, permission forms will be sent home via the school. In addition to permissions an information letter will be sent incorporating an outline of the scheme and how the scheme safeguards children. No training will take place until appropriate permissions have been received.

- Collect parent permission slips form school which will be checked, scanned and filed securely. Update register, scan and retain on school file. Ensure either copies or the original permission slips are retained by the school
- Provide check list (to include DBS, Safeguarding training, Health Check etc. as per Kerbcraft Volunteer Checklist) of volunteers and training co-ordinators for the Head Teacher for approval and retention in the school.
- All staff providing training will be required to complete and be in a position to provide proof of;
  - Safeguarding Level 1 training (to be refreshed every 3 years)
  - Enhanced DBS with Children Barred list check (to be reapplied for every 3 years)
- Request Head Teacher or designated member of staff to formally confirm (in writing) agreement to commence training.
- Attend school at the prearranged time/date, undertake training in accordance with “kerbcraft” training manual. Check & assess training route using the Training Day Risk Assessment Pro Forma prior to the training, identify issues and additional controls where appropriate, if route is not appropriate utilise previously identified route/location.  
If route is not acceptable due to site issues or inclement weather suspend training – inform volunteers and school and if appropriate, organise alternative training at School.
- Meet with volunteers following inspection and prior to training at the School to brief volunteers and Q&A
- Register at school
- Update children’s training register –ensure stored at all times in a secure area

- Undertake training in accordance with the Kerbcraft manual
- Whilst training takes place all officers/volunteers must be mindful of issues of safeguarding and child welfare. Should a concern be raised or identified, Officers must follow the procedures set out in the Safeguarding Policy, and report the case to the identified Designated Officer. Advice should also be sought via either Monmouthshire's Safeguarding Unit or the Social Service's Duty Team
- Assess children and address any problems that have not been addressed during the scheme, using standard pro forma, parental questionnaires etc. Collect and collate feedback forms, scan and file accordingly.
- Evaluate feedback forms to ascertain effectiveness of scheme, identify and address any issues that arise.
- Arrange Kerbcraft Certificate assembly